



Guidance for Organizations Interested in Participating in the CACFP

Step 1: Orientation training

Orientation trainings are usually held every other month and last most of the day. The orientation covers important information about CACFP eligibility, requirements, and the application.

To register for an orientation training session:

- Check the DC CACFP webpage under Trainings and Events.
- Contact the CACFP Program Manager for more information at 202-442-4010.

Step 2: CACFP application completion and submission

You will receive the application materials after you attend orientation.

Sponsoring organizations will receive the first part of the three-part application form. Independent institutions will receive one application form. In addition, you will receive template forms and a list of other supporting documents that must be submitted with the application.

Please submit your application within ninety (90) days of attending the orientation training. If you are unable to submit an application within ninety days, please contact the CACFP Program Manager to see if the application, template forms, or other requirements have changed.

Step 3: Application review and correction

A CACFP Specialist will be assigned to review your application and supporting documents. Most applications require some corrections





or clarifications. The CACFP Specialist will let you know if additional information is required and guide you through the corrections. If you submit a clear and complete initial application, this step can be quick and easy.

Step 4: CACFP record keeping training

All organizations participating in the CACFP must maintain certain records to demonstrate compliance with CACFP requirements. After your application is considered satisfactory, a CACFP Specialist will provide you with training and technical assistance on how to properly maintain the required records.

Organizations that are reimbursed based upon the eligibility of each participant must distribute, collect, and accurately classify the Enrollment Form / Income Eligibility Statement (IES) for each participant. A CACFP Specialist will train you to use the materials in order to accurately determine the eligibility of the participants in your care. Completed and accurately classified IES for all participants must be on file prior to final approval.

Step 5: Pre-approval visit

A CACFP Specialist must visit each facility before final approval to participate may be granted. During the pre-approval visit, the Specialist will ensure that your organization has the capacity to comply with CACFP requirements.

Step 6: Final application approval and program implementation

Final application approval will be granted after your organization has submitted a complete application and all of the supporting documents, obtained and accurately classified IES (if applicable), and passed the pre-approval visit. You will receive the final signed and approved application package and an approval letter.





A CACFP Specialist will provide you will additional training and guidance on implementing the CACFP and submitting your first claim for reimbursement.

Ongoing: We are here to support you

Your organization will be assigned a CACFP Specialist. You may always contact your CACFP Specialist for additional technical assistance.

Norma Birckhead

wellness.nutrition@dc.gov

(202) 727-1839

Monday to Friday 8:30 am to 5:30 pm

Office of the State Superintendent of Education

810 First Street, NE 4th Floor

Washington, DC 20002

